

313-13
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APPLICATION FOR RECORDS RETENTION SCHEDULEOFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		1. Agency Address Ga. Dept. of Public Safety Motor Vehicle Inspection Section P. O. Box 1456 Atlanta, Georgia 30371	FOR RECORDS MANAGEMENT USE	
Application Date			Application Number 73-106-A	
Application Number		Date Received APR 6 1981	Date Completed APR 16 1981	
2. Person to Contact Captain Nugent		Working Title Supervisor	Telephone Number ✓ 6072	
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 73-106 Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void				
4. Dates of Series Earliest Latest 12/80 present		5. Records Series Title (followed by title used in office; if different) Inspection Stations Monthly Reports		
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The purpose of the Motor Vehicle Inspection Section is to administer the provisions of the laws of Ga. As pertains to the periodic safety inspection of motor vehicles, The MVT Section is responsible for the set-up, licensing, and supervision of inspection stations; the instruction, licensing, and supervision of mechanic-inspectors; and the issue, control and accounting of approval stickers. Each station is required to file a report of all inspections made during the year.				
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Motor Vehicle Safety Inspection Program Included are: Inspection Stations Monthly Reports (MVI 6). File is arranged: numerically by Station number				
8. Monthly Reference Rate How often are records referred to which are: One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____?				
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____				

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
X		i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout? Limited information on computer

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 5 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

Paper Copy: Hold in CFA until microfilm is inspected; then destroy

Microfilm: Hold in CFA 2 year ; then transfer to RC for 3 years; then destroy.

NO SECURITY ROLL

Con _____

Concur _____

Capt + P.W. Nugent Supervisor

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	26 Mar '81	<i>[Signature]</i> CRM	3/25/81
State Records Committee (Signature)			
State Auditor/Designee	<i>[Signature]</i>		4-13-81
Secretary of State/Designee	<i>[Signature]</i>		4-13-81
Attorney General/Designee	<i>[Signature]</i>		4-13-81

Recommendations in paragraph 12 are approved.
(If disapproved, attach letter of explanation.)



STATE
OF
GEORGIA

313-15
Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

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1. Application Date January 24, 1973		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed 1-29-73 73-106 FEB 27 1973	
2. Agency Application No. DPS-1-73				4. Person to Contact Capt. D. S. Harris, Jr. m.h.	
3. AGENCY, Division, Subdivision & Administering Office Address Department of Public Safety Motor Vehicle Inspection Section P.O. Box 1456 Atlanta, Georgia 30301		5. Working Title Supervisor		6. Tel. No. 627-3531	
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Earliest & Latest Dates of Series 1969 1970		9. Exact Series Title Inspection Stations Monthly Report-MVI Form 6			
10. What is the function of the office in which this record series is created? The purpose of the Motor Vehicle Inspection Section is to administer the provisions of the laws of Georgia as pertains to the periodic safety inspection of motor vehicles. The MVI Section is responsible for the set-up, licensing, and supervision of inspection stations; the instruction, licensing, and supervision of mechanic-inspectors; and the issue, control and accounting of approval stickers. Each station is required to file a report of all inspections made during the year.					
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).					

This file relates to the Motor Vehicle Savety Inspection Program.

Included are: Inspection Stations Monthly Report (MVI Form 6)

The file is arranged numerically by Station number.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers					64 shelves	256
Legal-size File Drawers				Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)
Diebold Power File		64 shelves	256		10	
Boxes		50	50	AVERAGE DAILY REFERENCES	This Year's	Last Year's
					Preceding Year's	All Prior Years

QUESTIONNAIRE

Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? This is the permanent record of report- ☒ []
carbon copy is kept by each inspection station.
14. Is there a duplication of this series in another office or agency? ☐ [] ☒ []
15. Is the information contained in this series ever summarized or published? ☒ []
Attach copy of summary or publication. Monthly report compiled-attached.
16. Does the series contain classified information requiring security handling? ☐ [] ☐ []
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [] ☒ []
18. Could the function be performed if the files were lost or destroyed? Inspection ☒ []
Stations keep carbon copy of each page of monthly report.
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [] ☒ []
20. Does the record series provide data as input to an EDP file? ☐ [] ☒ []
21. Does the record series contain documentation produced as EDP printout? ☐ [] ☒ []
22. Has the Federal Government issued instructions governing the retention/disposition of these files? ☐ [] ☒ []
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ [] ☒ []

24. REQUIREMENTS. The following requires the files to be kept five (5) years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

Law Enforcement agency refer to this file in stolen vehicle cases; etc.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ~~CALENDAR YEAR~~ ☐ FISCAL YEAR ☐ OTHER _____, then:

- ☒ Hold in the current files area one month(s)/two (1) year(s): Four
- ☒ Transfer to ☐ State Records Center ☐ Local Holding Area; hold three 4 year(s):
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Destroy immediately after cut-off.
- ☐ Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):
Records must be available for Law Enforcement reference in stolen vehicle cases.

Records Management Officer (Signature) <i>Sgt. A. W. Murray</i>		Date 1-29-73	OTHER REQUIRED SIGNATURES	DATE
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		<i>Olaf Borg</i>	
	State Auditor/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved		<i>William M. Lujan</i>	2-9-73
	Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved		<i>Carroll Hart</i>	2-6-73
	Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved		<i>R. D. Stowell</i>	2-26-73

STATE RECORDS
COMMITTEE